

Instructions:
How to Complete the
Transcript Review Process

Questions?

Email
doe-licensinginfo@state.vt.us

Licensing Help Line
(802) 828-2445

Licensing Fax Line
(802) 828-5107

Dear Educator:

Thank you for requesting information on how to apply for additional endorsement or for initial licensure (only an option in a limited number of endorsement areas) via transcript review.

Enclosed you will find:

- An Application Form for Transcript Review
- A Transcript Review Worksheet for the requested endorsement
- A Transcript Review Worksheet for the 16 Principles for VT Educators or the General Competencies for School District Administrators, if necessary
- A Praxis testing brochure
- An orange postal reply card

Follow these steps to request a transcript review:

- **Application Form**
Complete, sign and date the Application Form.
- **Transcript Review Worksheet(s)**
Complete the Transcript Review Worksheet(s) to the best of your ability listing courses you have completed next to a content topic that was addressed in the course. You may submit a worksheet even if you know you have not yet met all requirements.

Worksheets that simply state “see transcript” will not be processed and will be **returned** to the educator.

Please Note: All additional endorsements require a minimum of 18 academic credits in the endorsement area AND that all the content topics are met. It may require more than 18 credits to fulfill all the topics. In addition, some endorsements have “Additional Requirements” which must be met.

- **Official Transcripts**
Official transcripts are required for all courses identified on the worksheet(s). Unofficial copies and grade reports are no longer accepted. If you believe we already have official transcripts for the coursework you are indicating on file, you do not need to send them again.

Transcripts may be sent directly from the institution to the Office of Educator Licensing **OR** submitted by the applicant in envelopes sealed by the college/university. Student copies that have been opened will be returned to the educator.

- **Course Descriptions or Course Syllabi**

A course syllabus or course description is required when the course title does not clearly identify the course's content. The syllabus or description will be used to verify that the content topic was covered in the course. When in doubt, please enclose course descriptions.

- **Resume**

- **Fee**

Enclose a check for \$ 40.00 per review payable to **VT Department of Education**

- **Mail to**

Vermont Department of Education
Office of Educator Licensing and Professional Standards
120 State Street
Montpelier, VT, 05620-2501

Licensing Office Determination

You will receive a **Determination Letter** from a Licensing Specialist when your request has been reviewed. Processing time for transcript reviews is 6-8 weeks; longer in late spring and summer.

Addressing Content Topics and Additional Requirements

- The content topics listed on the Endorsement Worksheet summarize the endorsement competencies developed and approved by the Vermont Standards Board for Professional Educators.
- The Licensing Office does not have the authority to modify or waive any content topic or Additional Requirement.
- Each content topic must be matched with one or more academic credit-bearing course(s).
- A content topic may be addressed by more than one course; likewise, a course may address more than one content topic.

Testing Requirements

- Many endorsements require testing in addition to coursework. **Please read the enclosed brochure for more information. Contact Linda Hendrickson at linda.hendrickson@state.vt.us or by calling (802) 828-0449 if you have any questions on this testing requirement.**

**Application Form for
Transcript Review**

A complete application includes:

- 0 This Application Form
- 0 Completed Transcript Review Worksheet
for the desired Endorsement or enclose
the official transcript with a
recommendation for licensure
- 0 Completed Transcript Review Worksheet
for 16 Principles for VT Educators or
General Competencies for School District
Administrators, if required
- 0 Official transcripts, if not already on file
- 0 Course descriptions or syllabi.
- 0 The required fee of \$40.00 payable to the
VT Department of Education
- 0 Resume

This is my first Vermont Educator License YES NO

Please print.

☐ This is a new address.

Name _____ Social Security Number _____

Address _____ Phone Number _____

_____ Email _____

I currently hold this Level I endorsement(s) _____

I currently hold this Level II endorsement(s) _____

I want to add this endorsement (include the instructional level) _____

Check only one:

- o I have enclosed a transcript that includes a printed statement that I have been recommended by the college / university for this endorsement. I, therefore, have not completed the Transcript Review Worksheet.
- o I do not have a transcript that has a recommendation by the college/university for this endorsement. I, therefore, have completed the Transcript Review Worksheet. (Worksheets submitted that state, "See Transcripts" without listing the coursework will be returned to the educator)

Signature of Applicant: _____ Date _____

Please Note: You may be required to meet additional competencies or testing requirements if the Vermont Standards Board for Professional Educators has revised the requirements for the endorsement you are seeking any time prior to receipt of this form by the Department of Education.

Name: _____ Social Security # _____

Transcript Review Worksheet

16 Principles for Vermont Educators

To be completed only by applicants for initial licensure through transcript review in the following endorsement areas:

Business Education
 Career and Technical Education
 Career and Technical Education School Counseling Coordinator
 Career and Technical Education Special Needs Coordinator
 Design and Technology Education
 Driver and Traffic Safety Education
 Educational Technology Specialist
 Family and Consumer Sciences
 Health Education
 Library Media Specialist

Do not complete this worksheet if you are applying for additional endorsement only.

Content Topic	Course Title	Course # and # of Credits	Name of University
Child AND/OR Adolescent Development [depending on the instructional level(s) sought]			
Standards-Based Curriculum Planning			
Instructional Methods and Strategies to Support Diverse Learners (e.g., differentiated instructional strategies, embedded literacy strategies)			
Strategies for Effective Inclusion of Students with Special Needs			
Classroom Management (including promotion of a positive classroom environment for all students)			
Assessment of Student Learning			
Integration of Educational Technologies			
12 consecutive weeks of Student Teaching, or an equivalent learning experience (guidelines on attached sheet)			

16 Principles for Vermont Educators

1. The educator has knowledge and skills in the content of his or her endorsement(s) at a level that enables students to meet or exceed the standards represented in both the Fields of Knowledge and the Vital Results of *Vermont's Framework of Standards and Learning Opportunities*.
2. The educator understands how individuals learn and grow and provides learning opportunities that support intellectual, physical, social, and emotional development.
3. The educator understands how individuals and groups differ and creates equitable instructional opportunities that respond to the needs of all students.
4. The educator understands and uses a variety of instructional strategies to provide opportunities for all students to meet or exceed the expectations in *Vermont's Framework of Standards and Learning Opportunities*.
5. The educator creates a classroom climate that encourages respect for self and others, positive social interaction, and personal health and safety.
6. The educator implements, adapts, revises, and, when necessary, creates curriculum based on standards, knowledge of subject matter, and student needs and interests.
7. The educator uses multiple assessment strategies to evaluate student growth and modify instruction to ensure continuous intellectual, social, physical, and emotional development of every student.
8. The educator integrates students with disabilities into appropriate learning situations.
9. The educator integrates current technologies in instruction, assessment, and professional productivity.
10. The educator understands conditions and actions which would tend to discriminate against students on the basis of sex, race, color, creed, age, sexual orientation, or national origin, and takes proactive steps to address discrimination.
11. The educator works as a team member and establishes collaborative relationships with school colleagues, parents, and agencies and others in the broader community to support students' learning and well-being, and to implement the school's goals and articulated curriculum.
12. The educator recognizes multiple influences on students inside and outside the school and accesses appropriate systems of support for students.
13. The educator understands laws related to student and educator rights and responsibilities, and applies current state and federal laws and regulations as they pertain to all children, including those who are at risk and those with disabilities, and treats students and colleagues fairly and equitably.
14. The educator grows professionally, through a variety of approaches, to improve professional practice and student learning.
15. The educator assesses student progress in relation to standards and modifies curricula and instruction, as necessary, to improve student learning.
16. The educator maintains useful records of student work and performance and knowledgeably, responsibly, and effectively communicates student progress in relation to standards in a manner easily understood.

Student Teaching Alternative Experience Worksheet

Regulations Governing the Licensure of Educators and the Preparation of Educational Professionals define student teaching as "a minimum of twelve (12) consecutive weeks of supervised, concentrated field experience required for initial licensure, including student teaching, internship, or other concentrated field experience however named, in which the student shall gradually assume *the full professional roles and responsibilities of the initial endorsement area sought* (section 5150)."

The Standards Board for Professional Educators believes that a supervised, concentrated field experience in an appropriate setting is a necessary component in the development of competent educators. The majority of individuals seeking licensure through an approved Vermont educator preparation program complete a traditional student teaching experience.

An applicant seeking initial licensure through a transcript analysis is expected to document an equivalent learning experience via an alternative means. The responsibility for arranging this alternative experience rests with the applicant.

The alternative experience must meet the following criteria:

1. Verification of the equivalent of twelve (12) consecutive weeks of teaching experience in an educational setting.
2. Supervision by a qualified person (i.e. a certified educator or other professional who carries a credential or license appropriate to the endorsement area requested). The qualifications will be verified by the Office of Licensing and Professional Standards.
3. Documentation of sustained supervised experience in the knowledge and performance standards as well as any additional requirements in the endorsement area or field.
4. Documentation of sustained supervised experience at the instructional level for which licensure is sought.

Name of Applicant _____

Endorsement(s) Sought _____

Location(s) of Internship _____

Dates of Internship(s) _____

Cooperating Teacher _____

Name

Endorsement(s)

Cooperating Teacher _____

Name

Endorsement(s)

Name of Applicant _____

This section to be completed by the Cooperating Teacher:

1. I have initiated the applicant by assigning specific responsibilities. Describe:
2. I have orientated the applicant to the school and the staff. Describe:
3. I have served as a model of successful teaching. Describe:
4. On several occasions I have both assisted the applicant in developing his/her lesson plans and have observed the applicant teaching. Describe:
5. I have arranged a variety of learning experiences for the applicant. Describe:
6. I have helped the applicant evaluate his/her teaching over the course of the alternative student teaching experience. Describe:
7. I have helped the applicant to observe the teaching of other teachers. Describe:

Please attach additional sheets if necessary.

Signature of Cooperating Teacher

Date

Signature of Cooperating Teacher

Date

PRAXIS I

All candidates seeking initial educator licensure in Vermont and who are not exempt (see Frequently Asked Questions) are required to meet the passing scores established by the State Board of Education on the Praxis I examinations in reading, writing, and mathematics.

The Praxis I Academic Skills Assessment is designed to assess licensure candidates’ level of knowledge and skills in the basic skill areas of reading, writing, and mathematics. Praxis I does not assess one’s knowledge of teaching nor does it predict who will become a good teacher or administrator. Praxis I results only provide information on a candidate’s knowledge and abilities in reading, writing, and mathematics. The assessments are available in two formats:

*** Paper-based Pre-Professional Skills Tests (PPST®)** in reading and mathematics are one-hour multiple choice tests. The writing test includes both a 30-minute multiple choice and a 30-minute essay section. *In Vermont, the PPST is administered at the locations indicated in this brochure.*

*** Computerized Pre-Professional Skills Tests (CPPST®)** in reading, writing, and mathematics contain computer-delivered questions that require selecting single responses or highlighting information. The writing test includes an essay section. Each testing session is two hours long to allow sufficient time for tutorials on computer use, the test itself, and the collection of background information for score reporting. Scores for the computer-based reading and mathematics tests can be seen on the computer at the end of the testing session. Because all essays must be sent to ETS for scoring, a score for the writing test will not be available immediately. Official score reports will be mailed within two or three weeks after the test date. *In Vermont, the CPPST is only administered in Williston. In order to register call the Prometric Candidate Services at 800-853-6773. Do NOT use the PPST standard registration form.*

Praxis I Test Codes, Cut Scores and Fees				
	PPST		C-PPST	
	Test Code	Cut Score	Test Code	Cut Score
Reading	0710	177	5710	177
Writing	0720	174	5720	174
Mathematics	0730	175	5730	175
Composite		526		526
Costs	\$50 registration fee plus \$40 per test		\$80 - 1 test \$120 - 2 tests \$160 - 3 tests Combined-\$130	

POLICIES REGARDING PRAXIS I

There are two policies related to Praxis I which create greater flexibility for educators seeking licensure while still maintaining Vermont’s high standards for competency in the basic skills.

Composite Scores: Candidates seeking initial Vermont licensure must meet either the three individual Praxis I tests scores (i.e., Reading–177, Writing–174, and Mathematics–175) or a composite score of 526 (i.e., the total of the three scores).

Alternatives to Praxis I: Qualifying SAT, GRE, or ACT scores can be accepted in lieu of Praxis I if licensure candidates meet the combined and minimum scores presented below. Based on correlational studies, these scores were found to be equivalent to Vermont’s passing scores on the Praxis I Pre-Professional Skills Tests.

Qualifying SAT scores					
Taken Prior to April 1, 1995			Taken After April 1, 1995		
Combined	Verbal	Math	Combined	Verbal	Math
1000	420	470	1100	500	500

If you wish to use SAT scores, please call The College Board at 866-756-7346 and request your score report be sent to the Department using recipient code #4142.

Qualifying ACT scores	
English	Math
22	22

If you wish to use ACT scores, please call ACT Records at 319-337-1313 and request your score report be sent to the Department using recipient code #4331.

Qualifying GRE scores		
Combined	Verbal	Quantitative
1100*	500	500

*The GRE has three sections–verbal, quantitative, and analytical. The combined score is the total of only the verbal and quantitative test scores. For information on how to submit GRE test scores, please contact Linda Hendrickson (phone: 802-828-0449; e-mail: linda.hendrickson@state.vt.us).

PRAXIS II

Praxis II tests focus primarily on content knowledge rather than pedagogy.

All candidates seeking an initial license or an additional endorsement in Mathematics (7-12), Social Studies (7-12), English (7-12), Science (7-12), Elementary Education (K-6), Art (PK-6; 7-12; PK-12), Music (PK-6; 7-12; PK-12), Physical Education (PK-6; 7-12; PK-12), Modern & Classical Languages--French, German, Spanish, Latin (PK-6; 7-12; PK-12), or Middle Grades—English, Mathematics, Science, and/or History/Social Science (5-9) must achieve passing scores on the required Praxis II Subject Assessment(s).

Praxis II Test Codes, Cut Scores, and Fees (does not include \$50 registration fee)						
Endorsement Area	Candidates must meet the passing score on either the multiple choice <u>or</u> essay version.					
	Multiple Choice(MC)			Essay		
	Test Code	Cut Score	Fee	Test Code	Cut Score	Fee
Art	Not an option			0131	148	\$80
Elementary Education	0014	148	\$80	Not an option		
English	0041	172	\$80	0042	160	\$95
Math	0061	141	\$80	0063	154	\$80
Middle School English	0049	154	\$90	Not an option		
Middle School Mathematics	0069	161	\$90	Not an option		
Middle School Science	0439	157	\$90	Not an option		
Middle School Social Studies	0089	165	\$90	Not an option		
Music	0113	153	\$80	0111	150	\$80
Physical Education	0091	147	\$80	0092	154	\$80
Social Studies	0081	162	\$80	0083	165	\$80
Science	Candidates must meet a passing score on the General Science multiple choice <u>OR</u> essay test <u>AND</u> one subject specific test of their choosing. Passing scores on 2 tests are required.					
General Science	0435	157	\$80	0433	145	\$80
Biology	0235	151	\$80	0233	150	\$80
Chemistry	0245	160	\$80	0242	150	\$80
Earth Science	0571	158	\$80	Not an option		
Physics	0265	140	\$80	0262	150	\$80
Modern & Classical Languages	Candidates must meet passing scores on <u>both</u> the content knowledge and productive language tests, <u>except</u> for a Latin endorsement.					
French	0173	157	\$80	0171	163	\$80
German	0181	148	\$80	0182	169	\$80
Spanish	0191	163	\$80	0192	165	\$80
Latin	0600	580	\$80	Not an option		

FREQUENTLY ASKED QUESTIONS

Who is exempt from taking Praxis I and Praxis II tests?

- Candidates who qualify for a Level II license and who have at least 3 years employment experience within the past 7 years as a licensed educator in the endorsement area being sought
- Candidates who otherwise qualify for licensure or endorsement and who have achieved National Board Certification® in the comparable endorsement area

Do I have to pay a registration fee each time I register to take a Praxis test? No. Test takers are required to pay the registration fee only once during a testing year. Any subsequent registrations within the testing year will not require a registration fee and if test takers submit a registration fee when one is not required, the fee will automatically be refunded.

I missed the regular and the late registration deadline dates. What can I do? Test takers will have an opportunity to use emergency registration up until the Friday one week prior to the test date. Emergency registration is available only by registering online and the fee for this service is \$75.

I have a Vermont license in Elementary Education and will be completing my degree in Special Education shortly. Do I need to take any Praxis tests? No. Anyone who already has a Vermont license does not need to take the Praxis I tests and a Praxis II test is not required for a special education endorsement.

I took the Praxis tests a few years ago in a different state. Can I use those scores or do I have to take the test again? If candidates complete tests that have the same title codes as the tests Vermont has adopted and the scores meet or exceed Vermont's passing scores, these scores can be used. Candidates should contact the Educational Testing Service and request that an official score report be sent to the Vermont Department of Education using recipient code “8410.”

But I didn't know about this and missed the test date. I have a job offer and need a license. What can I do? Speak to your superintendent about obtaining an Emergency, Provisional, or Apprenticeship license. Each has different requirements. Your superintendent must initiate the process then the Licensing Office will contact you at your home address.

I want to apply for a license in Career and Technical Education. Do I need to take a Praxis test? Yes. All candidates applying for initial Vermont licensure must meet Vermont’s passing scores on the Praxis I tests unless they fall under one of the exemption categories described previously or have qualifying SAT, GRE, or ACT scores.

I want to apply for initial Vermont licensure as an administrator or support professional (e.g., school nurse, guidance counselor). Do I need to take a test? Yes. All educators seeking initial Vermont licensure must meet passing scores on the Praxis I tests unless they fall under one of the exemption categories described previously or have qualifying SAT, GRE, or ACT scores.

Will there be other endorsement areas that will require a Praxis II Subject Assessment test? Subject Assessments for other endorsement areas (ESL and Reading/ELA) are in the late stages of being adopted with an anticipated effective date of fall 2010.

Can scores be used from other tests (e.g., CBEST, NTE, NYSTE, MTEL) in lieu of Praxis I? No. The State Board of Education has not adopted any of these tests as alternatives to Praxis I.

How do Vermont’s testing requirements apply to Peer Review candidates? Peer Review candidates must meet all licensure testing requirements that are in effect when the Licensing Office receives the candidate's application for a license. Please note that Peer Review candidates can only apply for a license after the panel has recommended the candidate for licensure and the candidate has received written confirmation of such from the Licensing Office.

I am applying for SLP/Audiology licensure in Vermont. What tests are required? Applicants for licensure as an SLP or audiologist must pass the appropriate Praxis II subject assessment (SLP-test code 0330; audiology-test code 0340). Vermont’s passing score for either assessment is 600. In addition, applicants who wish to acquire the Educational Speech Language Pathology endorsement (required for work as an SLP in Vermont schools) must met the passing scores for the Praxis I tests explained previously.

I previously held a Vermont educator license and wish to reinstate it. Do I have to meet the testing requirements? No. Vermont’s testing requirements do not need to be met for reinstatement of a previously held educator license.

I am applying for the science endorsement limited to a specific science subject (i.e., biology, chemistry, physics, or earth science). Do I need to take a Praxis II General Science Subject Assessment test? No. Applicants would be required to meet Vermont’s passing score on the applicable Praxis II subject specific test only.

If I passed a Praxis II content knowledge test (English, math, science or social studies), do I also need to pass a middle grades Praxis test in the same content area to obtain a middle grades endorsement? No. A Praxis II passing score in a secondary content area will meet the testing requirements for the middle grades endorsement in that same content area.

Vermont Test Centers and Test Dates			
Test Locations	Test Dates	Registration Must be Received By	Late Registration Must be Received By (w/ \$45 late fee)
Castleton State College Essex Jct. Education Center Johnson State College Lyndon State College Middlebury College (Praxis II only) Norwich University (Praxis I only) Woodstock Union High School	09/12/09* All tests offered except Praxis I and Praxis II German, Latin, Physics Essay, Chemistry Essay	08/13/09	08/20/09
Same as above	11/14/09 All tests offered except Praxis II French	10/15/09	10/22/09
Same as above	01/09/10* All tests offered except Praxis II Latin, Physics Essay, Chemistry Essay. Praxis II tests in French, German, Spanish <u>may not</u> be offered.	12/10/09	12/17/09
Same as above	03/13/10 Note: All tests offered. Praxis II tests in French, German, Spanish <u>may not</u> be offered.	02/11/10	02/18/10
Same as above	04/24/10* See 01/09/10	03/25/10	04/01/10
Same as above	06/12/10* All tests offered except Praxis I. Praxis II tests in French, German, Spanish <u>may not</u> be offered.	05/13/10	05/20/10
Same as above	07/24/10 See 01/09/10	06/24/10	07/01/10
	*Primary Language Not English (PLNE) administration dates also		

Only test scores received directly from ETS will be considered official.

ETS will automatically report to the Vermont Department of Education all scores of tests administered at Vermont Test Centers.

Licensure candidates planning to take any Praxis tests outside Vermont will need to use recipient code "8410" in order for the Vermont Department of Education to receive an official score report.

The **Top10 Questions Asked by Praxis Candidates** can be viewed at www.ets.org/praxis/top10

For more information on Praxis or to register to take a test, log onto www.ets.org/praxis or call the Educational Testing Service (ETS) customer service at 1-800-772-9476.

VERMONT'S TESTING
REQUIREMENTS
FOR
EDUCATOR LICENSURE

2009-2010

For more information on testing
Contact: Linda Hendrickson
Email: linda.hendrickson@state.vt.us
Telephone: 802-828-0449



Office of Educator Licensing
Vermont Department of Education
120 State Street
Montpelier, VT 05620-2501

**Place stamp
here.**

Post cards
returned
without a
stamp will
not be sent.

Instructions:

- ☐ Print your name and address on the back of this card.
- ☐ ***Place a stamp in the designated area.***
- ☐ Return this postcard with your licensing forms to the Office of Educator Licensing.
- ☐ Postcards received without proper postage or your address cannot be returned to you.

Dear Educator:

Thank you for submitting your application materials. They were received on the date indicated.

Please note this is not notification that your materials were complete or have been processed. This is notification that your materials have been received.

We will contact you if any of your materials are incomplete.

Office of Educator Licensing